

ASK DR. LOTUS
By Donna Cardinal

Q: How do you use bookmarks with databases that you want to access?

A: The icons at the left of your screen are used to store the bookmarks. You can store the location of databases, web pages, Notes documents, or views that you use. The first three are Favorite bookmarks, Databases, and More Bookmarks.

If you know the name of the database you want to access, you can select File – Database – Open and select the name of the database from the dialog list box and select the server it's on from the sever dialog list box. Then click on the Bookmark button to bookmark it.

Also, if you have the database open, you can select Create – Bookmark from the drop-down menu to bookmark it.

To open the database from the bookmark, simply click on the Bookmark Icon where you have put it, and click once on the database name to open it. To remove a bookmark, right-click on it and select Remove Bookmark.

So many pictures . . . so little space


"I've gotten several pictures to put in my document, but when I do, it makes the document HUGE! is there anything I can do to make this better?"

ABSOLUTELY!! Use IrfanView, or from within Win-XP, use Paint, to save the file in .jpg format. The quality of your picture won't be affected - only its size. Saving a bitmap image in this format will allow you to increase the number of images that can be added to a file without substantially increasing its total size.

If you would like to have this free program, contact the [HelpDesk](#), 296-5655.

Quickly copy formatting . . .

of text in one area to another using the Format Painter button in Microsoft Office and the

Quick Format  button in WordPerfect. Place the cursor in a word (or highlight an area), click the Format Painter button, now click (or highlight) on the text you wish to have changed.

Single-click to apply the formatting one time. Double-click to apply the formatting multiple times.

To turn this feature off, either press ESC or simply click the button again.

Document Conversion 101

Word → WordPerfect
WordPerfect → *Word*

There's no assurance of perfection - we know this to be true in many areas of our lives, but converting word processing documents from one program to another can be done with reasonable success.

Regardless of which program your document resides in, MS Word or Corel WordPerfect, *if it contains tables, graphics, or special formatting* the transition to another word processing program will be successful, however these specific items will likely need to be deleted and re-entered.

The bottom line: the text moved over successfully, at least you won't have to re-enter it.

From within the document that needs to be converted: File, Save As, Save As Type: {change this to the name of the program you are converting it to}.

Open the other program now and simply use File, Open to open the document you just saved - keeping in mind that there will likely be areas that will need further attention such as adjustments or deleting and re-entering.

Note: If the previous program's file extension (i.e., .doc, .wpd) concerns you (because it remains the same as the program the file is being copied from), consider opening the "destination program" and moving the file into it via Insert, File.

This and many other useful processes are documented on the [HelpDesk](#) web page.